

3.01 Application and Licensing

(1) Application.

(a) Application for licensure must be made on forms furnished by the **Board**.

(b) No application shall be acted upon by the **Board** unless the application is made on the forms which are furnished by the **Board**. The application must be completely and properly filled out, signed under the penalties of perjury, and accompanied by all information required by the **Board**.

(2) Licensure.

(a) In order to be licensed as a **Home Inspector** applicants must meet the requirements for licensure set by M.G.L c. 112, §222, namely:

1. be of good moral character;
2. have successfully completed high school or its equivalent;
3. have been engaged as a licensed **Associate Home Inspector** for not less than one year and have performed not less than 100 **Home Inspections** under the supervision of a licensed **Home Inspector**;
4. have passed an associate home inspector written or electronic competence examination as offered or approved by the **Board**; and
5. pay the appropriate fee set by the secretary of administration and finance;
6. agree to uphold standards of ethics and professional conduct; and
7. file with the **Board** satisfactory proof of a certificate of errors and omissions insurance policy, which shall be in a minimum amount of \$250,000 in the aggregate.

(b) In order to be licensed as an **Associate Home Inspector** applicants must meet the requirements for licensure set by M.G.L c. 112, §223, namely:

1. be of good moral character;
2. have successfully completed high school or its equivalent;

3. have an identified supervisor who is a licensed **Home Inspector** in good standing;
4. have performed not less than 25 home inspections in the presence of a licensed **Home Inspector**;
5. have passed a written or electronic **National Home Inspectors Examination**¹ as presented by the **Examination Board of Professional Home Inspectors**;
6. file an application for licensure on forms furnished by the **Board**.
7. have paid the appropriate fee which shall be set by the by the Secretary of Administration and Finance.
8. file with the **Board** satisfactory proof of a certificate of errors and omissions insurance policy, which shall be in a minimum amount of \$250,000 in the aggregate;

The Board shall notify an applicant promptly in writing whether or not his/her associate application has been approved. If the **Board** approves the application, the **Board** shall issue to the applicant an **Associate Home Inspector License**, and thereupon the computation of the one year period referred to in M.G.L. c. 112, § 222 (13)(c)(iii) shall begin.

(c) All ***Home Inspectors*** and ***Associate Home Inspectors*** engaged in the practice of ***Home Inspection*** shall secure, maintain and file with the **Board** satisfactory proof of a certificate of errors and omissions policy which shall be in a minimum amount of \$250,000 in the aggregate. Every proof of an errors and omissions policy shall stipulate that cancellation or nonrenewal of the policy shall not be effective until at least ten days notice of intention to cancel or not renew has been received in writing by the **Board**.

(3) Licensure by Reciprocity or Endorsement

The **Board** may issue a license to a person who holds a valid license or registration issued by another jurisdiction, which has standards equivalent to or exceeding the standards of the Commonwealth as determined by the **Board**. The applicant for licensure must:

1. Submit a written application provided by the **Board**;
2. file satisfactory proof of a certificate of errors and omissions insurance policy, which shall be in a minimum amount of

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\$250,000 in the aggregate. The policy shall stipulate that cancellation or nonrenewal of the policy shall not be effective until at least ten days' notice of intention to cancel or not renew has been received in writing by the **Board**; and

3. Pay the **Board** the appropriate fee, which shall be set by the Secretary of Administration and Finance.

3.02: Procedures for Renewal of a License and Renewal of a Lapsed/Expired License

(1) Requirements for Renewal of a License.

(a) A **Registrant** must renew his license every two years. Each license originally issued to an individual shall be valid until May 1st on the even year next occurring. Upon renewal, the license will be valid until May 1st on the even year next occurring.

(b) A **Registrant** must submit to the Board a completed renewal application and the required fees prior to the expiration date of the license; and

(c) A **Registrant** must fulfill and document completion of the continuing education requirements as required in 266 CMR 5.00.

(2) Renewal of a Lapsed/Expired License.

(a) If a **Registrant** fails to meet the requirements for renewal of his license as set forth in 266 CMR 3.02 (1), the license of such person is considered expired and not in good standing. A **Registrant** with an expired license is not authorized to conduct **Home Inspections** for compensation, nor to use the title " Home Inspector" during the period in which the license is expired.

(b) If a **Registrant** requests that his/her expired license be reinstated within one year from the time a **Registrant's** license expires, that individual must pay the renewal fee for the current licensure period, pay one late fee, and document completion of all continuing education contact hours required by the Board since the date the license was last issued/renewed.

(c) If a **Registrant** fails to renew his/her license within one year, the **Registrant** must submit a completed renewal form, pay the current renewal fee, pay a late fee, and document completion of the continuing education contact hours required by the **Board** for the current renewal period.

(d) If a **Registrant** fails to renew for more than one year, the **Board** may grant renewal upon its discretion. The **Board** may require the **Registrant** to appear before the **Board**,

take an examination, complete additional continuing education or to practice under supervision prior to or as a term or condition of issuing said late renewal license.

3.03: Procedures for Reinstatement of a License which has been Revoked, Suspended, Surrendered or Placed on Probation

Procedures for the reinstatement of a license after discipline shall be determined by guidelines established by the **Board** or, in specific matters, by consent agreement or decision and order of the **Board** consistent with M.G.L. Ch. 30A.

3.04: Board Notification of Change in Name or Address

1. **Official mailing address.** The mailing address supplied to the **Board** by the **Registrant** will be considered the **Registrant's** address of record for the purposes of receiving of official process or notification from the **Board**. Failure to supply the **Board** with current address may result in default judgment or independent disciplinary action as set forth in 266 CMR 3.04 2.
2. **Change of address.** The **Registrant** shall notify the **Board** of any change in his/her name, or address. Such notification shall be in writing and shall be submitted within 30 days of the change in name or address.

3.05: License Fee

Biennial license fees are set by the Secretary of Administration and Finance of the Commonwealth of Massachusetts. There is no provision for proration of fees for those applying between renewal dates.

3.06: Late Filing Fee

Renewal forms and fees postmarked after the due date will be subject to a late filing fee set by the Secretary of Administration and Finance.

3.07: Application Fee

A separate application fee will be charged for all new application forms.

3.08: Reimbursement of Fees

Application and license fees are not refundable.

REGULATORY AUTHORITY

M.G.L. c. 13, § 96, C. 112, §§ 221 through 226.